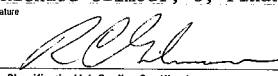
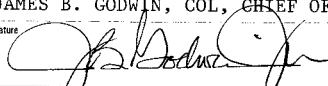


POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. NL 11961
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. DPM Certification No. 	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non-Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 4. Special Executive	
13. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		14. Agency Use 		15. Competitive Level Code 1298	
15. Classified/Graded by a. U.S. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Program Analyst		Pay Plan GS	Occupational Code 0343
		Grade 12		Initials 	Date
16. Organizational Title of Position (if different from official title) 		17. Name of Employee (if vacant, specify) 			
18. Department, Agency, or Establishment Department of the Army (DA)		c. Third Subdivision Office of the Commander (C)			
a. First Subdivision US Army Materiel Command (AMC)		d. Fourth Subdivision Directorate of Resource Mgt (R)			
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)		e. Fifth Subdivision Financial Mgt Division (RF)			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional) 			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the		knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor Richard Gilmour, C, Financial Mgt Division		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) 			
Signature  Date 8/9/00		Signature Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS-0343, Jan 90 USOPM PCS Administrative Analysis Grade Evaluation Guide, Jan 90			
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, CHIEF OF STAFF		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature  Date 9 Aug 00					
23. Position Review a. Employee (optional) b. Supervisor c. Classifier		Initials 	Date 	Initials 	Date
24. Remarks Position is trainee for GS-0343-13 PD #NL BUS: 7777					
25. Description of Major Duties and Responsibilities (See Attached)					

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 - USA/PPG V1.00

Introduction

The primary purpose for the establishment of this position is to perform duties in a trainee capacity. In a learning capacity, performs duties such as: assist JSIMS by providing managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of JSIMS programs and operations.

Major Duties

Provides complex substantive management support services in the areas of program financial/cost analysis, annual/multi-year-long range fiscal planning, and development of annual work plans for an organization who operations are interrelated and unstable.

Provides management support services in the areas of program financial/cost analysis, annual/multi-year/long range fiscal planning and development of annual work-plans. Performs research tasks to obtain a variety of cost, schedule and performance data; analyzes data to derive relationships involving system parameters, schedule and cost variations.

Recommends procedures for preparing, documenting, validating and presenting resources requirements to higher authority. Conducts or participates in cost comparison and/or benefit studies of current or projected programs; develops life cycle cost analyses of projects.

Prepares detailed plans, budgets and schedules for assigned programs and/or participates with management in fiscal planning; responsible for integrating requirements into the annual Program Objective Memorandum (POM). Receives and maintains cognizance of approved funds; responsible for day-t-day management and administration of the organization's budget.

Assists the organization with programming, analysis and control of funds; evaluates program funding plans and their execution, identifying actual or potential problem areas. Provides support and advice on reprogramming of funds and funding levels due to changes in workload and/or mission.

Conducts or participates in management studies for cost-effective organizations.

Develops or participates in contracting out studies, development of statements of work and/or in-house bids for comparison to contractor bids, monitors contract performance. 100%

Performs other duties as assigned.

Factor 1: Knowledge Required

- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.
- Knowledge of pertinent laws, regulations, policies and precedents that affect the use of program and related support resources in the area studied.
- Knowledge of major issues, program goals and objectives, work processes and administrative operations of the organization.
- Skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity.
- Skill in developing new or modified work methods, organizational structures, management processes and/or program administration procedures.

Factor 2. Supervisory Controls -

The employee and supervisor develop a mutually acceptable project plan that includes identification of the work to be accomplished, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects are reviewed by the supervisor for effectiveness in achieving intended objectives.

Factor 3, Guidelines -

The employee must use initiative and resourcefulness in extending or redefining available guidelines because they are often inadequate to deal with unusual cases. The guidelines include general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation. The employee develops or redesigns new methods, approaches or criteria to meet the demands of the specific assignment.

Factor 4, Complexity

The work consists of projects and studies that require analysis of interrelated issues of effectiveness, efficiency, and/or productivity of substantive mission-oriented programs. Assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program and/or developing criteria for evaluating the effectiveness of the program. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms; and the findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 5, Scope and Effect -

The work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives, developing related administrative regulations, promulgating program guidance for application across organizational lines or in varied geographic locations and/or evaluation of program effectiveness. The work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and/or administrative support activities at different echelons and/or geographical locations within the organization; and affects the plans, goals and effectiveness of missions and programs.

Factor 6, Personal Contacts -

Contacts include persons representing organizations or groups from outside the employing activity, and on an ad-hoc basis has contact with program officials and managers/supervisors several levels above the employee.

Factor 7, Purpose of Contacts

Contacts are for the purpose of influencing managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives or resource problems.

Factor 8, Physical Demands

Work is primarily sedentary. There may be some walking, bending and carrying of light items such as files.

Factor 9, Work Environment

The work is performed in a typical office setting that is adequately heated, lighted and ventilated.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11961

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."